

CLASS TITLE:

**CHIEF OF MIS,
RESEARCH AND EVALUATION
(DCYF)**

Class Code: 02595400

Pay Grade: 39A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for the development, implementation and maintenance of a system which integrates the area of Information Systems, Case Management, Case Reviews, Research, Quality Assurance and Evaluation within the Department of Children Youth and Families; and to related work as required.

SUPERVISION RECEIVED: To work under the administrative direction of the Executive Director with wide latitude for the exercise of initiative and independent judgement; work is reviewed through submitted reports conferences for conformance to policies, rules, regulations, laws and departmental objectives.

SUPERVISION EXERCISED: Plans, coordinates and evaluates the work of professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for the development, coordination and operation of the Department's Information Systems.

To coordinate and direct the establishment and maintenance of a research component to the Department's Information Systems for the purpose of: identification of trends in expenditures and cost allocations; conducting cost benefit analyses; studying effectiveness of service effectiveness of service to client populations; studying trends and projecting needs for various client populations.

To assist where needed in the evaluation of facets of the department's operation and to provide quality control assessments of these operations.

To develop and supervise a system for the random sampling and review of children placed in their own home with or without legal status.

To coordinate and supervise a system of intensive evaluative reviews to ascertain policy and program effectiveness.

To develop and maintain a system of record maintenance of clients receiving indirect services from the departments.

To coordinate and supervise the Administrative Case Review process and its interface with Family Court reviews.

To develop and maintain an automated case record system through the use of appropriate mainframe or other systems applications.

To coordinate the integration of the Department's Information Systems operation with other state agencies in a way to enhance department operations.

To develop written administrative and analytical reports and present this information in a clear format.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPABILITIES: A thorough knowledge of design, application and management of information systems including mainframe, mini and personal computer systems; a thorough knowledge of the application of statistical software packages, such as SPSS, to child welfare, juvenile justice and mental databases; a thorough knowledge of the principles procedures and technology related to the development of management information systems, quality control assessment techniques

and case review; a thorough knowledge of casework principles and procedures; the ability to coordinate and supervise the activities of professional, technical, and clerical persons; the ability to create research design and conduct data analyses for the purpose of program planning and policy development; the ability to write clearly and analytically and to make oral presentations; the ability to develop and evaluate technical reports relating to operational effectiveness clearly and present these in written and verbal presentations; program design and needs assessment; the ability to establish and maintain an effective working relationship with superiors, subordinates, associates and the public; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's Degree in Computer Science Public Administration, Evaluation Research, Social Policy or related area; and

Experience: Such as may have been gained through: development of information system design and operation, program design and supervision, case work practices, research design and implementation and quality control techniques and principles.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Created: December 13, 1992

Editorial Review: 3/15/03